

OFFICE OF CHIEF OF STAFF
PERSONNEL AND ADMINISTRATIVE BRANCH

[26 March 1948]

POSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. Rank or grade
 3. Levin Kathaleen M. CAF-5
 4. Agency Subdivision (Branch, Section, Subsection, Desk)
Corps of Engineers, Army Map Service
 5. Position Title
Assistant Draftsman

6. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

Duties	Percentage of time
1. Retouches photographs for clearer reproduction where needed, deleting material not pertinent, or strengthening objects and backgrounds of strategic interest. Annotates photographs with place and object names, scales, and north arrows. Mounts air mosaics and matches photographs for panoramic views.	60%
2. Under supervision of the Chief Draftsman, performs drafting duties involving original drafting of maps and charts, and corrections and additions to maps and charts submitted by contributors for the JANIS studies. This includes the layout of titles and legends, addition of stickup names, scales and north arrows and the paste-up of charts for correct reduction to JANIS specifications.	30%
3. Prepares style samples for photographic annotation.	10%
7. Give your immediate supervisor's name and title. <u>Louise T. Welton,</u> <u>Chief Draftsman</u>	
8. Does your supervisor give your work to you? <u>X</u> yes <u> </u> No. If not, who does? (Name and title) <u>Louise T. Welton</u>	
9. What is the status of work when it is routed to you? <u>Work is delegated to me in the form of written specifications for the construction and correction of maps and charts and the annotation of photographs.</u>	

ARMY Declass/Release Instructions On File

OCS Position Questionnaire (Cont'd)
(Use reverse side if necessary)

10. Who checks your work? (Name and title) Dorothy Constock, Asst.
Cartographer and Margaret Mace Kingman, Acting Chief.
11. How is your work checked: The work is proofed against the specifications
list by the Asst. Cartographer for accuracy in plotting, construction,
spelling of names, etc. Technical details of drafting and overall
appearance are checked by the Acting Chief. The final check of the
printed maps, charts and photographs is made by the members of the
Joint Intelligence Study Publishing Board and its editors.
12. List any unusual features of your work which you consider important.
The work involves knowledge of the use of all drafting instruments and
materials, principles of layout and some knowledge of cartography. The
work is classified confidential to top-secret and security measures are
maintained. Unusual problems in the retouching and annotating of photo-
graphs have to be solved. Also other problems in preparing material for
reproduction.
13. If your work involves the direction or supervision of others, planning of
work assignment of work, discipline of subordinates, inspection, review,
or approval of work or reports prepared by others, give the names and
titles of employees so directed or supervised. If more than four persons
are supervised, merely give number and titles.
14. Certification of Completeness and Accuracy. I certify that, to the best
of my knowledge, the above statements are true, accurate, and complete.

Signature of Employee

Date

15. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete
statements. State exactly extent of supervision and direction employee
receives. Indicate any unusual features of or factors involved in posi-
tion. What experience is necessary for this job? Does the present in-
cumbent have this experience?

I certify that, to the best of my knowledge, the above
statements are true and that the work outlined in this
questionnaire is actually involved in the position described.
Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040036-4

Signature of Supervisor - Title and Grade

Date